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Subj: FINANCIAL MANAGEMENT TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3B
(c) MCRP 3-0A
(d) MCRP 3-0B
(e) MCO 1553.2B

Encl: (1) Financial Management T&R Manual

1. Purpose. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Financial Management occupational field.

2. Cancellation. NAVMC 3500.69A

3. Scope

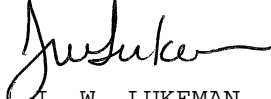
a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs of instruction meet skill training requirements established in this manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Command. This manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.


J. W. LUKEMAN
By direction

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15 Dec 2014

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FINANCIAL MANAGEMENT T&R MANUAL

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OVERVIEW

Enclosure (1)

FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. The T&R manual is designed for use by unit commanders to determine performance requirements in preparation for training; for unit leaders to develop and execute training and to assess individual and unit proficiency; and for formal schools and training detachments to create programs of instruction.

2. This T&R manual is built around the Marine Corps tasks (MCTs) that are supported by the Financial Management occupational field. All events contained in this manual relate directly to these MCTs. Linkage of T&R events to the MCTL enables objective assessment of training readiness in the Defense Readiness Reporting System (DRRS) in accordance with MCO 3500.10 and MCO 3000.13.

3. The T&R manual contains the individual and collective training requirements to prepare units to accomplish their mission. The T&R manual identifies the minimum standards that Marines must be able to perform in a combat environment. Using this tool, leaders can construct and execute an effective training plan that supports the unit's MCTs and the mission-essential task list (METL). The Ground T&R Program helps to ensure that training remains focused on mission accomplishment and that training readiness reported is tied to the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program; unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness.

2. Commanders at all levels will ensure that all training is focused on achieving proficiency in the unit METL. The T&R manual is a tool to help develop the unit's training plan based on the unit METL.

1002. UNIT TRAINING MANAGEMENT

1. Effective Unit Training Management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. UTM techniques, described in references (b) and (c), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (c) and (d).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade and billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective training events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective. References (b) and (d) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Financial Management T&R Manual is comprised of nine chapters and two appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Marine Corps tasks supported by the Financial Management community. Chapter 3 contains collective events. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT COMPOSITION

1. An example of a collective T&R event is provided in figure 1-1 and an example of an individual T&R event is provided in figure 1-2. Events shown in figures are for illustrative purposes only and are not actual T&R events.

XXXX-XXXX-####: Provide interior guard.	
SUPPORTED MET(S): MCT #.#.#	
EVALUATION CODED: YES/NO	SUSTAINMENT INTERVAL: 12 months
DESCRIPTION: Text	
CONDITION: Text	
STANDARD: Text	
EVENT COMPONENTS: 1. Event component. 2. Event component. 3. Event component. 4. Event component.	
PREREQUISITE EVENTS: XXXX-XXXX-#### XXXX-XXXX-####	
CHAINED EVENTS: XXXX-XXXX-#### XXXX-XXXX-####	
RELATED EVENTS: XXXX-XXXX-#### XXXX-XXXX-####	
REFERENCES: 1. Reference 2. Reference 3. Reference	
SUPPORT REQUIREMENTS:	
EQUIPMENT: XXX	
MISCELLANEOUS: XXX	
ADMINISTRATIVE INSTRUCTIONS: XXX	

Figure 1-1: Example of a Collective T&R Event

<u>XXXX-XXXX-####</u> : Stand a sentry post.	
<u>EVALUATION CODED</u> : NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>MOS PERFORMING</u> : ####, ####	
<u>GRADES</u> : XXX, XXX	
<u>INITIAL TRAINING SETTING</u> : XXX	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>PERFORMANCE STEPS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>PREREQUISITE EVENTS</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>RELATED EVENTS</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>SUPPORT REQUIREMENTS</u> :	
<u>EQUIPMENT</u> : XXX	
<u>MISCELLANEOUS</u> : XXX	
<u>ADMINISTRATIVE INSTRUCTIONS</u> : XXX	

Figure 1-2: Example of an Individual T&R Event

2. Event Code. The event code consists of three sets of characters as shown in figure 1-3:

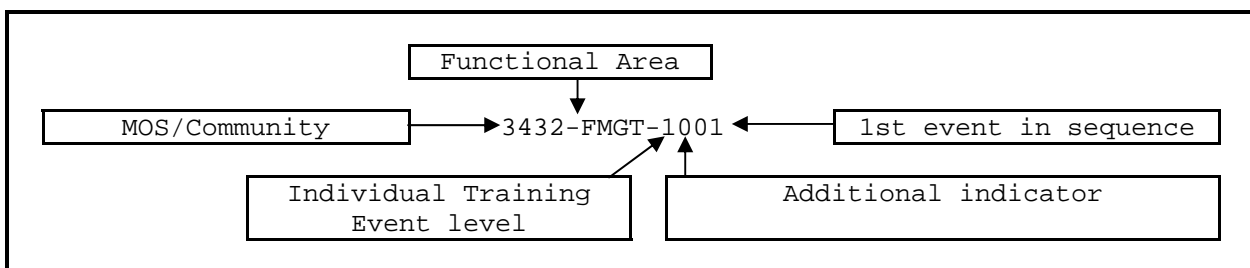


Figure 1-3: T&R Event Coding

- a. The first set of characters indicates the main MOS or community (e.g., 3404, 3408, or FMGT) that performs the event.
- b. The second set of characters indicates functional or duty area (e.g., FSCL, PAY, TRAV, etc.). Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious.

c. The third set of characters is broken down further into the event level, additional indicator (if applicable), and sequence.

(1) Event levels. The character in the thousands digit indicates the level and defines whether the event is performed by an individual (1000- and 2000-level) or by a collective unit, with the relative size of the unit performing the event indicated by the number (3000- through 9000-level). Note that the titles for the various echelons are examples only and are not exclusive. Some collective events levels may not apply to all T&R manuals. Event levels are shown in figure 1-4.

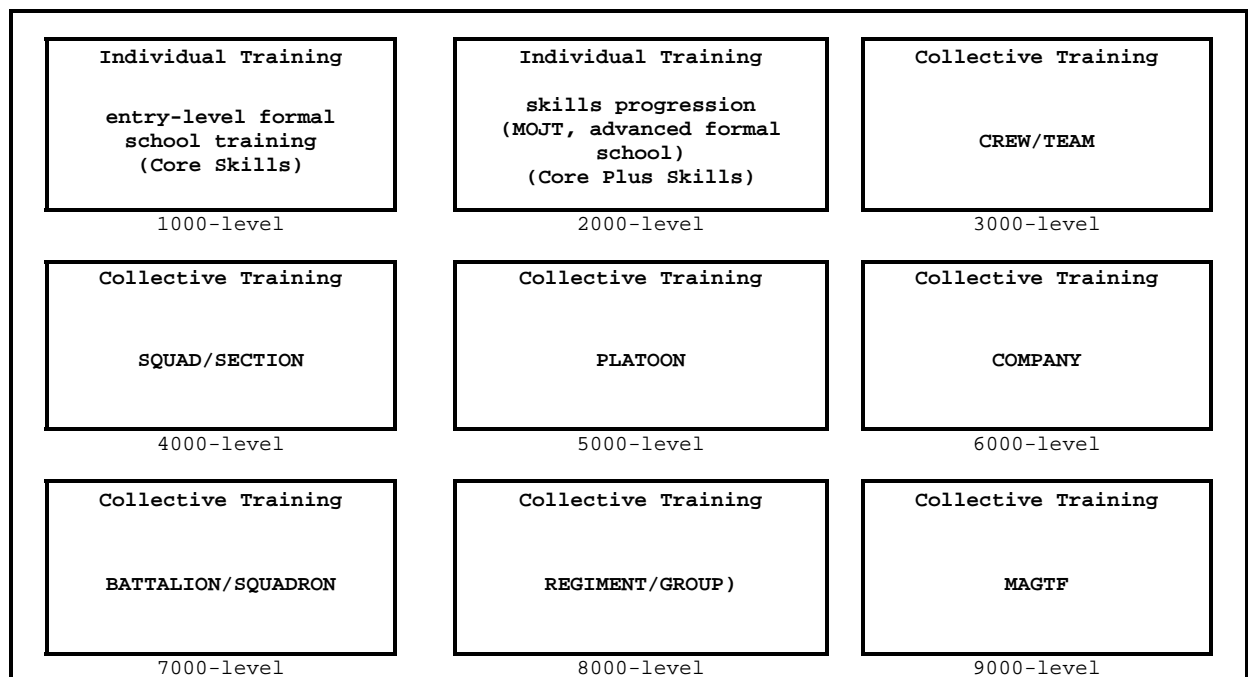


Figure 1-4: T&R Event Levels

(2) Additional indicator. The usage of a number used in the hundreds digit varies. When used in a T&R manual, the additional indicator methodology will be described in the relevant chapter(s).

(3) Sequence. The last two numbers indicate the sequence of the event. All events with the same MOS/community, functional area, and level codes will be grouped together.

3. **Title.** The name of the event. The event title contains one action verb and ideally, one object noun.

4. **Evaluation Coded.** A "Yes" indicates that a collective event is something that the Marine Corps has determined that a unit must be able to perform in order or that unit to be considered fully ready for operations. These evaluation-coded (E-coded) events represent the basic level of readiness for a unit. E-coded events are derived from the training measures of effectiveness for the METs assessed as a percentage of the successfully completed and current (within sustainment interval) E-coded events. Most E-coded events will be for battalion-sized units and higher since those are the

units that report in DRRS. However, if the Marine Corps has determined that the readiness of a lower echelon unit is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event may also be E-coded. Other collective events and all individual events will have a "No" to indicate that they are not evaluation-coded.

5. Supported MCT(s). List all MCTs that are supported by the collective training event, even if those events are not listed as a measure of effectiveness (MOE) in a MET.

6. Sustainment Interval. This is the period, expressed as a number of months, between demonstration of performance mastery and the requirement for retraining if mastery is not demonstrated during that period.

7. Billet/MOS. These fields designate who is responsible for performing the event. When formal training is associated with event, individuals in the associated billet(s)/MOS(s).

8. Grade. This field indicates the rank at which Marines are required to perform the event.

9. Description. This field allows an explanation of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (i.e., engage fixed target with crew-served weapons). Event descriptions are required for collective events, but optional for individual events.

10. Condition. Condition refers to the environment in which the task must be performed. It must also identify the limitations that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental factors or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare Marines to accomplish the assigned mission (e.g., in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

11. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe the proficiency level, specified in terms of accuracy, completeness, time required, and sequencing to which the event is to be accomplished.

12. Event Components/Performance Steps. This is a list of the actions that the event is composed of, or a list of subordinate T&R event descriptions. These help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be employed as the basis for performance evaluation check lists by the operating forces.

b. Event components may be either lower level collective events or individual events, indicating aspects of the event that are performed by the entire unit and individuals within the unit. Event components will correspond with the task titles of the related events, allowing for chaining of the events (see below).

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the event. They are lower-level events that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific Marine Corps tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate events, the events are "chained." The completion of higher level events will update sustainment interval credit (and CRP for E-coded events) for the subordinate level chained events.

15. Related ITEs. A list of all of the individual training events (1000-2000-level events) that directly support the accomplishment of another event of the same level.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either through formal training (Formal), managed on the job training (MOJT), or distance learning (DL). Formal training is conducted at a formal school. MOJT occurs within the operating forces and is the responsibility of leaders. DL products include correspondence courses and training conducted via computer applications.

17. References. The training references assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical references. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. The references listing for each event is representative of those that are most commonly used and are not encyclopedic.

18. Distance Learning Products (DL). Distance learning products include: individual multimedia instruction (IMI), computer-based training (CBT), Marine Corps Institute (MCI), etc. This notation is included when the event

can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training and future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

Where applicable, the ordnance requirements for one year of training for the events in the T&R manual will be aggregated into a table contained in an appendix to the T&R.

20. Suitability of Modeling and Simulation for Sustainment. If the occupational advocate determines that an event can be trained to standard by use of modeling or simulation, this will be noted in the event title in a parenthetical remark. Figure 4-1 contains all acceptable codes for inclusion in this parenthetical remark. The specific modeling or simulation that is acceptable for optional or required training will be noted in the description block and in miscellaneous block. Modeling and simulation, per reference (a) is defined as: The use of models, including emulators, prototypes, simulators, and stimulators, either statically or over time, to develop data as a basis for making managerial or technical decisions. For events that have simulation as an optional choice, the specific portions of the event that may be trained by the identified simulator should be noted as well.

Code	Requirement
P	Event performed in platform only
L	Event able to be performed to standard only live environment
S	Event performed only with simulator
P/S	Event performed in platform preferred/simulator optional
S/P	Event performed in simulator preferred/platform optional
L/S	Event performed live preferred/simulator optional
S/L	Event performed in simulator preferred/live optional

Figure 4-1: Acceptable Codes

a. Simulation should be used in lieu of live training (particularly when resources to support the event are constrained); or at the commander's discretion, used as a precursor to live training in order to help maximize and enhance the live training event.

b. This task can be supported by self-paced, CBT, (e.g., MarineNet).

c. Modeling and Simulation Terms (terms are refined from reference (a) as necessary):

(1) Simulation - Any actions that will be performed to achieve effects on a notional enemy and/or actions undertaken that assume the presence of an enemy.

(2) Simulator - Any device external to or in place of the materials or conditions identified in the condition statement of a T&R event to assist in simulating the presence of the enemy.

(3) Combat - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against live, hostile opponents.

(4) Live - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against notional opponents. Implies integration between the various echelons.

(5) Live/Constructive - Marines conducting actions with actual table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated live/constructive environment.

(6) Constructive - Marines conducting actions with approximations of table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated constructive environment.

(7) Virtual - Marines conducting actions with approximations of table of equipment; notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents.

(8) Distance Learning - Any instruction and evaluation delivered to the student electronically or via mail.

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal schools are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1006. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR. In accordance with MCO 3400.3F all active duty Marines are required to conduct CBRN training on an annual basis. All training plans for the operating forces and supporting establishments will include the Marine Corps Common Skills CBRN T&R events

established to meet this service directed requirement. All units will ensure that personnel are able to execute individual and collective MOS requirements in a CBRN environment, based on resources, time available, and unit mission.

1007. OPERATIONAL RISK MANAGEMENT. All active duty Marines are required to conduct ORM training on an annual basis. The ORM process is used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in MCO 3500.27B.

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CHAPTER 2

MARINE CORPS TASKS

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FINANCIAL MANAGEMENT CORE MCTs.	2001	2-2

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CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Financial Management T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the Financial Management community.

2001. RECRUITING AND RETENTION MCTs

- a. MOS 34XX supports the following MCTs:

MARINE CORPS TASK	DESCRIPTION
MCT 4.6.2.3	Provide Financial Management
MCT 4.6.1.2	Provide Disbursing

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CHAPTER 3

COLLECTIVE EVENTS

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3000-LEVEL EVENTS.	3003	3-2

FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Financial Management Community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community code:

<u>Code</u>	<u>Description</u>
FMGT	Financial Management

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty area:

<u>Code</u>	<u>Description</u>
EXPD	Expeditionary

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events (0001-999). This chapter contains the following event level:

<u>Code</u>	<u>Description</u>
3000	Crew Level

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
3000-LEVEL			
FMGT-EXPD-3001	No	Employ expeditionary disbursing services	3-2

3003. 3000-LEVEL EVENTS

FMGT-EXPD-3001: Employ expeditionary disbursing services

SUPPORTED MET(S): None

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

CONDITION: Given an operations order to provide tactical disbursing support.

STANDARD: Ensuring integration of financial analysis, guidance, currency support, and disbursing support in accordance with Annex E of the Operations Order.

EVENT COMPONENTS:

1. Support the commander's scheme of maneuver.
2. Sustain disbursing support with limited assets.
3. Imbed disbursing support with maneuver elements to provide service support across the spectrum of the AO.
4. Assess host nation banking support.
5. Administer host nation banking support.
6. Assess currency requirements, capabilities, and limitations.
7. Establish a Limited Depository Account (LDA), if required.
8. Manage expeditionary disbursements.
9. Support tactical field exchange and postal currency supply.
10. Support confiscated currency services.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCWP 4-11.8 Service in an Expeditionary Environment
-

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CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Finance Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3402	Finance Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
APPL	Appropriations Law
DISB	Disbursing
EXPD	Expeditionary
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
TRAV	Travel

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills (follow-on formal schooling, MOJT, or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all these tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

4002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
2000-LEVEL		
APPROPRIATIONS LAW		
3402-APPL-2001	Advise the commander on principles of appropriations law	4-4
DISBURSING		
3402-DISB-2001	Manage a Disbursing Section	4-4
EXPEDITIONARY		
3402-EXPD-2001	Manage cash operations	4-5
3402-EXPD-2002	Manage Limited Depositary Accounts (LDA)	4-5
3402-EXPD-2003	Manage expeditionary military payroll payments	4-6
3402-EXPD-2004	Manage expeditionary payment process	4-6
3402-EXPD-2005	Manage seized currency	4-7
3402-EXPD-2006	Develop the Expeditionary Disbursing Operations Plan	4-8
3402-EXPD-2007	Manage accommodation exchange	4-8
3402-EXPD-2008	Manage stored value card program	4-9
3402-EXPD-2009	Manage imprest funds cashier account	4-9
3402-EXPD-2010	Provide foreign currency exchange	4-10
3402-EXPD-2011	Process cash for personal effects	4-10
FISCAL		
3402-FSCL-2001	Manage unit paying agents (UPA)	4-11
3402-FSCL-2002	Manage a Disbursing Officers Daily Statement of Accountability (DD Form 2657)	4-11
3402-FSCL-2003	Manage the disbursements process	4-12
3402-FSCL-2004	Manage collections process	4-12
3402-FSCL-2005	Manage Statement of Agents Officer's Account (DD Form 1081)	4-13
3402-FSCL-2006	Manage a Disbursing Officer's Monthly Statement of Accountability (SF 1219)	4-13
3402-FSCL-2007	Manage Treasury check issuance	4-14
3402-FSCL-2008	Process irregularities	4-14
INTERNAL CONTROLS		
3402-IC-2001	Manage Disbursing Officer's internal controls program	4-15
PAY		
3402-PAY-2001	Manage pay reports	4-16
3402-PAY-2002	Manage Miscellaneous Military Pay Order/Special Authorizations (NAVMC 11116) process	4-16
3402-PAY-2003	Manage Separation/Travel Pay Certificate (NAVMC 11060) process	4-17
3402-PAY-2004	Manage Waiver/Remission of Indebtedness (DD Form 2789) process	4-17
3402-PAY-2005	Manage discrepancy notice process	4-18
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3402-TRAV-2001	Manage the Permanent Duty Travel (PDT) voucher process	4-19

3402-TRAV-2002	Manage the Temporary Additional Duty (TAD) travel voucher process	4-20
3402-TRAV-2003	Manage the Permanent Duty Travel (PDT) advance process	4-21
3402-TRAV-2004	Manage the Temporary Additional Duty (TAD) travel advance process	4-21

4003. 2000-LEVEL EVENTS

3402-APPL-2001: Advise the commander on principles of appropriations law

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 36 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring expenditure of funds is in accordance with current public law.

PERFORMANCE STEPS:

1. Identify requirement.
2. Analyze requirement.
3. Coordinate as necessary.
4. Develop courses of actions.
5. Brief Commander.

REFERENCES:

1. JP 1-06 Financial Management Support in Joint Operations
2. MCO 1700.27_ Marine Corps Morale, Welfare, and Recreation Policy Manual
3. MCO 1754.9_ Unit, Personal, and Family Readiness Program (UPFRP)
4. MCO 7010.17_ Religious Offering Fund (ROF)
5. MCO 7040.11_ Marine Corps Birthday Ball Funding
6. NAVSO P-1000 DON Financial Management Policy Manual
7. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedures Manual

3402-DISB-2001: Manage a Disbursing Section

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, appropriate staff, and the references.

STANDARD: Ensuring Disbursing operations and financial reporting are in

compliance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Monitor disbursing operations.
2. Direct fiscal section workflow.
3. Direct separations section workflow.
4. Direct travel section workflow.
5. Direct pay section workflow.
6. Validate desktop procedures.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 4. MCO 4650.39_ Defense Travel System (DTS)
 5. Deployable Disbursing System (DDS) User Manual
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3402-EXPD-2001: Manage cash operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing requirement, access to applicable financial systems, and the references.

STANDARD: Ensuring proper acquisition, accounting, and safeguarding of cash as outlined in the DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Determine cash requirements.
2. Acquire currency.
3. Maintain required cash accountability report.
4. Safeguard currency on hand.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-EXPD-2002: Manage Limited Depositary Accounts (LDA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, and the references.

STANDARD: Ensuring the proper establishment and accounting for an LDA as outlined in the DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate LDA authorization.
2. Establish an LDA.
3. Maintain an LDA.
4. Close an LDA.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-EXPD-2003: Manage expeditionary military payroll payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, Military Pay Listing (MPL), and the references.

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 5 and 7A.

PERFORMANCE STEPS:

1. Coordinate payment authorization.
2. Provide cashier oversight.
3. Certify military payroll payments.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3402-EXPD-2004: Manage expeditionary payment process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event pertains to the procedures and required documentation for contract payments and special programs such as, Commander's Emergency Response Program (CERP), Emergency and Extraordinary Expense (EEE), Marine Corps Counter-intelligence and Human Intelligence Program (MCCHP), foreign damage/battle damage claims, the Weapons for Cash Program, medical services, and bail and attorney fees in foreign areas.

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring payments are processed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs
 3. DOD FMR 7000.14-R Volume 5, DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. FM 201-06 Financial Management Operations (Army)
 5. JP 1-06 Financial Management Support in Joint Operations
 6. Handbook 09-27 Commander's Guide to Money as a Weapons System
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3402-EXPD-2005: Manage seized currency

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: Ensuring accurate accountability and disposition in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Establish a chain of custody.
2. Inventory seized currency.
3. Safeguard seized currency.

4. Coordinate disposition.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 3. FM 1-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCMP 4-11.8 Services in an Expeditionary Environment
 6. DoDD 5101.1 Department of Defense Executive Agent
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3402-EXPD-2006: Develop the Expeditionary Disbursing Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing mission and the Commander's intent.

STANDARD: Ensuring disbursing support meets operational requirements.

PERFORMANCE STEPS:

1. Determine expeditionary scheme of maneuver.
2. Coordinate with Executive Agent.
3. Develop Annex E to Operations Order.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 2. DoDD 5101.1 Department of Defense Executive Agent
 3. FM 201-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCWP 4-11.8 Services in an Expeditionary Environment
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3402-EXPD-2007: Manage accommodation exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a check cashing requirement.

STANDARD: Providing the service to authorized personnel in accordance with

DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate the Commander's personal check cashing policy.
2. Perform check cashing services.
3. Account for accommodation exchange.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-EXPD-2008: Manage stored value card program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Administering the programs, ensuring correction of discrepancies.

PERFORMANCE STEPS:

1. Coordinate program requirement.
2. Formulate commander's policy.
3. Process reports.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
3. Eagle Cash User's Manual
4. Navy Cash Standard Operating Procedures

3402-EXPD-2009: Manage imprest funds cashier account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring proper management of an authorized imprest fund account in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate cashier appointment.
2. Train cashier.
3. Advance funds.
4. Reconcile account.
5. Maintain records.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-EXPD-2010: Provide foreign currency exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, foreign currency exchange rate, and the references.

STANDARD: Ensuring transactions are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Maintain DD Form 2664 (Currency Exchange Record/Record of Individual Exchange Transaction).
2. Exchange currency.
3. Account for transactions.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-EXPD-2011: Process cash for personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the references.

STANDARD: Accurately accounting for cash found in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Process exchange for cash.
2. Process disbursement.
3. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 3. MCO P4050.38_ Personal Effects and Baggage Manual
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3402-FSCL-2001: Manage unit paying agents (UPA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given disbursing requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring the UPA account is balanced.

PERFORMANCE STEPS:

1. Train unit paying agent.
2. Advance funds.
3. Reconcile account.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-FSCL-2002: Manage a Disbursing Officers Daily Statement of Accountability (DD Form 2657)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the reference.

STANDARD: Ensuring the Disbursing Officer account is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Process daily business.

2. Verify Daily Agent Accountability Summary (DD Form 2665).
3. Certify daily business.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-FSCL-2003: Manage the disbursements process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event pertains to the procedures and required documentation to process travel, military pay, and fiscal disbursements.

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documentation, and the reference.

STANDARD: Ensuring accurate and timely disbursements of funds in accordance with DODFMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs

3402-FSCL-2004: Manage collections process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring accurate and timely collection of funds in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify processed documents.
2. Audit documents.
3. Certify documents.
4. Maintain files.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-FSCL-2005: Manage Statement of Agents Officer's Account (DD Form 1081)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the reference.

STANDARD: Ensuring the account is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify documents.
2. Verify agent's accountability.
3. Process Statement of Agent Officer's Account (DD Form 1081).
4. Process Daily Agent Accountability Summary (DD Form 2665).

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 6B, Reconciliation Requirements for the Annual Financial Statements
 2. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3402-FSCL-2006: Manage a Disbursing Officer's Monthly Statement of Accountability (SF 1219)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the reference.

STANDARD: Ensuring accountability is properly stated in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify DD Form 2657 data.
2. Process supporting documentation.
3. Compare expenditures and collections (E&C) against DD Form 2657 data.
4. Reconcile discrepancies.
5. Certify SF 1219.
6. Prepare end of month document folder.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-FSCL-2007: Manage Treasury check issuance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring checks issued by the Disbursing Officer are reported in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Process treasury check.
2. Process treasury level 8 data.
3. Reconcile U.S. Treasury Limited Payability Report (3880).

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-FSCL-2008: Process irregularities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical loss/gain of funds, or erroneous payment, access to applicable financial systems, supporting documentation, and the reference.

STANDARD: Ensuring the process to adjudicate is completed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Confirm irregularity.
2. Conduct process for Loss/Gain of Funds.
3. Request command investigation.
4. Report irregularity to DFAS.
5. Account for irregularity.
6. Process relief of liability, if applicable.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-IC-2001: Manage Disbursing Officer's internal controls program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, provided with the Disbursing internal controls policy, and the references.

STANDARD: Ensuring Disbursing operations are conducted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Conduct internal audits.
2. Manage the fraud prevention program.
3. Analyze error trends/vulnerabilities.
4. Assess separation of duties.
5. Conduct technical training.
6. Interpret regulations, as required.
7. Assess organizational security.
8. Report findings.
9. Maintain liaison with external agencies.
10. Take corrective action.

REFERENCES:

1. OMB Circular A-123 Office of Management and Budget Circular A-123 Management Accountability and Control
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3402-PAY-2001: Manage pay reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a pay management report, supporting documents, and the references.

STANDARD: Ensuring inconsistencies are corrected in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Analyze cyclic reports.
2. Conduct corrective actions.
3. Maintain reports.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
5. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
6. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members

3402-PAY-2002: Manage Miscellaneous Military Pay Order/Special Authorizations (NAVMC 11116) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring all transactions are processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Formulate action required.

2. Implement action(s).
3. Confirm record updates.
4. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
 5. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 6. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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3402-PAY-2003: Manage Separation/Travel Pay Certificate (NAVMC 11060) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring closeout of member's Master Military Pay Account (MMPA).

PERFORMANCE STEPS:

1. Determine applicable separation entitlements.
2. Make required adjustment to MMPA, as required.
3. Confirm MMPA balanced.
4. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
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3402-PAY-2004: Manage Waiver/Remission of Indebtedness (DD Form 2789) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a prepared application, and substantiating documents.

STANDARD: Ensuring waiver/remission is process in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Ensure accuracy of waiver/remission package.
2. Validate indebtedness computations.
3. Prepare the Disbursing Officer's endorsement.
4. Ensure reporting of appropriate diary entries.
5. Submit endorsed waiver package.
6. Take appropriate action.
7. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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3402-PAY-2005: Manage discrepancy notice process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring correction and prevention of discrepancies.

PERFORMANCE STEPS:

1. Certify discrepancy notice.
2. Track to completion.
3. Analyze discrepancy trends.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
4. DTOD Defense Table of Official Distances

5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
6. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
7. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
8. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
10. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
11. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
12. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
13. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members

3402-TRAV-2001: Manage a Permanent Duty Travel (PDT) voucher process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Research previous settlements and advances.
2. Verify PCS entitlements.
3. Verify elapsed time.
4. Certify voucher.
5. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
5. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
6. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel

3402-TRAV-2002: Manage a Temporary Additional Duty (TAD) travel voucher process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous settlements and advances.
3. Verify TAD entitlements.
4. Verify leave reporting, as applicable.
5. Certify voucher.
6. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
3. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
4. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
6. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
8. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
9. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
10. MCO 1080.40_ Marine Corps Total Forces System Personnel Reporting Instruction User Manual (MCTFSPRIUM)

3402-TRAV-2003: Manage a Permanent Duty Travel (PDT) advance process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CWO2, CWO3, CWO4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel advance package, and the references.

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Research previous advances.
2. Verify advance entitlements.
3. Certify advance.
4. Reconcile unliquidated advances.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 5. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
-

3402-TRAV-2004: Manage Temporary Additional Duty (TAD) travel advance process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO1, CW02, CW03, CW04

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, completed travel advance package, and the references.

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous advances.
3. Verify advance entitlements.
4. Certify advance.
5. Reconcile unliquidated advances.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
3. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
7. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)

NAVMC 3500.69B
15 Dec 2014

8. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 5

MOS 3404 INDIVIDUAL EVENTS

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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 5

MOS 3404 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Financial Management Officer. They are senior officer leaders for both the Comptroller and the Finance field. Accordingly, their curriculum mirrors many aspects of the Finance Officer MOS (3402) as well as the Comptroller MOS (3408). Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3404	Financial Management Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ACCT	Accounting
APPL	Appropriations
BUDG	Budget
CERT	Resource Manager Certification
CIVL	Civilian Labor
CONT	Contingency
DISB	Disbursing
EXCU	Execution
EXPD	Expeditionary
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
POM	Program Objective Memorandum
REA	Resource, Evaluation and Analysis
TRAV	Travel

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills (initial entry level MOS training conducted at a formal school)

2000 Core Plus Skills (follow-on formal schooling, MOJT, or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3404 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

5002. INDEX OF INDIVIDUAL EVENTS

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5003. 1000-LEVEL EVENTS

3404-APPL-1001: Advise commander on principles of appropriations law

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 36 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring expenditure of funds is in accordance with current public law.

PERFORMANCE STEPS:

1. Identify requirement.
2. Analyze requirement.
3. Coordinate as necessary.
4. Develop courses of action.
5. Brief Commander.

REFERENCES:

1. JP 1-06 Financial Management Support in Joint Operations
2. MCO 1700.27_ Marine Corps Morale, Welfare, and Recreation Policy Manual
3. MCO 1754.9_ Unit, Personal, and Family Readiness Program (UPFRP)
4. MCO 7010.17_ Religious Offering Fund (ROF)
5. MCO 7040.11_ Marine Corps Birthday Ball Funding
6. NAVSO P-1000 DON Financial Management Policy Manual
7. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedures Manual

ADMINISTRATIVE NOTE: 3404s need to be able to advise the commander on how to employ (execute) the capability of funding resources.

3404-BUDG-1001: Formulate a budget

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, higher headquarters guidance, coordination with staff sections, supported and subordinate units, commander's guidance, ceiling tracks, TEEP, civilian labor agreements, MOUs/MOAs, recurring contracts, prior year execution data and authorizations, and the references.

STANDARD: That expresses the commander's operational requirements in financial terms.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Formulate local commander's guidance.
3. Solicit subordinate commands requirements.
4. Analyze submissions.
5. Coordinate a review group with staff sections.
6. Develop budget submission package.
7. Brief budget to staff heads and commander for concurrence.
8. Receive final ceiling tracks for execution.
9. Submit budget submission package to higher headquarters.
10. Publish approved budget for execution.

REFERENCES:

1. DoD Directive 7250.13 Official Representation Funds
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2A, Budget Formulation and Presentation (Chapters 1-3)
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2B, Budget Formulation and Presentation (Chapters 4-19)
4. DON Budget Guidance Memoranda
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVSO P-1000 DON Financial Management Policy Manual
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget
8. SECNAVINST 7042.7_ Guidelines for the use of Official Representation Funds (ORF)

3404-DISB-1001: Manage a Disbursing Section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, appropriate staff, and the references.

STANDARD: Ensuring Disbursing operations and financial reporting are in compliance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Monitor disbursing operations.

2. Direct fiscal section workflow.
3. Direct separations section workflow.
4. Direct travel section workflow.
5. Direct pay section workflow.
6. Validate desktop procedures.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R Financial Management Regulation
 3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 4. MCO 4650.39_ Defense Travel System (DTS)
 5. DDS User Manual Deployable Disbursing System (DDS) User Manual
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3404-EXCU-1001: Distribute command funding

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Standard Accounting Budget Reporting System (SABRS), access to SABRS authorization process, approved authorization from higher headquarters, approved financial plan, and the references.

STANDARD: Ensuring funds are distributed in accordance with the approved financial plan.

PERFORMANCE STEPS:

1. Obtain authorization documents.
2. Verify receipt of budget authority in SABRS.
3. Distribute funding to supported and subordinate units in SABRS.
4. Issue authorization letters to receiving activities.

REFERENCES:

1. SABRS Customer Assistance Handbook
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. NAVSO P-1000 DON Financial Management Policy Manual

ADMINISTRATIVE NOTE: Authorization letters are the legally binding order from Commander to Commander that they have authority to spend appropriated funds.

3404-EXCU-1002: Monitor a Budget Execution Activity (BEA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, feeder systems, approved financial plan, and the references.

STANDARD: Ensuring financial transactions are recorded in the accounting system in accordance with the approved financial plan and appropriations law.

PERFORMANCE STEPS:

1. Analyze BEA execution.
2. Manage accounting data elements.
3. Take corrective action.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 14, Administrative Control of Funds and Anti-deficiency Act Violations
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources
4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 4, Accounting Policy and Procedures
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVSO P-1000 DON Financial Management Policy Manual

ADMINISTRATIVE NOTE: Supply officers manage the BEA on a day to day basis. Comptrollers need to monitor the execution and ensure it is in accordance with the financial plan and appropriation law (legal and valid spending to accomplish the mission).

3404-EXCU-1003: Manage command exercise funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an exercise program, commander's intent, access to applicable financial systems, feeder systems, approved financial plan, and the references.

STANDARD: Ensuring financial transactions are recorded in the accounting system in accordance with the exercise program, approved financial plan, and appropriations law.

PERFORMANCE STEPS:

1. Analyze exercise program.
2. Budget for approved exercises.
3. Coordinate with applicable key personnel.
4. Develop exercise fiscal instructions for distribution.

5. Manage accounting data elements for the exercise program.
6. Analyze the processing of the exercise budget transactions.
7. Take corrective action.
8. Closeout exercise budget.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 14, Administrative Control of Funds and Anti-deficiency Act Violations
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources
4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 4, Accounting Policy and Procedures
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVSO P-1000 DON Financial Management Policy Manual
7. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members

ADMINISTRATIVE NOTE: Supply officers manage the BEA on a day to day basis. Comptrollers need to monitor the execution and ensure it is in accordance with the financial plan and appropriation law (legal and valid spending to accomplish the mission).

3404-EXCU-1004: Conduct a mid-year review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, higher headquarters guidance, receipt of budget authority, coordination with staff sections, supported and subordinate units, commander's guidance, ceiling tracks, TEEP, civilian labor agreements, MOUs/MOAs, recurring contracts, prior year execution data and authorizations, and the references.

STANDARD: Producing a mid-year review package that allocates available resources to meet the commander's operational priorities.

PERFORMANCE STEPS:

1. Review mid-year review guidance from higher headquarters.
2. Formulate local commander's guidance.
3. Solicit subordinate commands requirements.
4. Analyze submissions.
5. Coordinate a review group with staff sections.
6. Develop mid-year submission for higher headquarters.
7. Brief outcome of analysis to staff heads and commander for concurrence.
8. Submit mid-year review to higher headquarters.
9. Execute any additional funding provided.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2A, Budget Formulation and Presentation (Chapters 1-3)
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

ADMINISTRATIVE NOTE: If there are not sufficient resources to meet the commander's priorities, they should be identified and put into the submission for higher headquarters.

3404-EXCU-1005: Manage fiscal year closeout

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, contracting guidance, SMU guidance, and higher headquarters guidance, guidance from other organizations, and the references.

STANDARD: Ensuring valid obligations are recorded no later than close of business 30 September.

PERFORMANCE STEPS:

1. Analyze higher and adjacent closeout guidance.
2. Formulate local commander's guidance.
3. Solicit subordinate commands end of year execution plans.
4. Analyze submissions.
5. Monitor spending plan.
6. Reallocate funds as needed.
7. Conduct fiscal year closeout reconciliations.

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3404-EXCU-1006: Provide funding authority to external organizations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event pertains to outgoing reimbursable and direct cite authority.

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to receive support from an external agency,

access to applicable financial systems, valid support agreement or approved determination and findings (D&F), and the references.

STANDARD: Ensuring the funding document is closed in accordance with MCO P7300.21, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Verify funding availability.
2. Issue funding document for acceptance.
3. Monitor execution.
4. Finalize funding document upon completion of requirement.
5. Maintain source documentation.

REFERENCES:

1. 38 U.S.C. Section 701, Economy Act of 1933
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 11, Reimbursable Operations, Policy, and Procedures
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources
4. MAPS Marine Corps Acquisition Procedures Supplement
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3404-EXCU-1007: Monitor the financial plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, an approved budget, the financial phase plan, higher headquarters guidance, and the references.

STANDARD: Analyzing variances in execution from the plan and developing courses of action for decision.

PERFORMANCE STEPS:

1. Monitor command execution.
2. Analyze execution.
3. Reconcile execution.
4. Identify variances.
5. Develop courses of action.
6. Recommend changes to the financial plan that support the operational plan, as necessary.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedures Manual
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3404-EXCU-1008: Receive funding authority from external organizations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event pertains to incoming reimbursable and direct cites authority.

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to provide support to an external agency, access to applicable financial systems, valid support agreement, and the references.

STANDARD: Ensuring the funding document is closed in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Accept buyer funding document.
2. Establish reimbursable profile with SABRS.
3. Publish accounting data elements and funding limits to executing BEAs.
4. Monitor order execution.
5. Estimate September billings during August.
6. Publish September billing estimate to buying command.
7. Close funding document.
8. Maintain source documentation.

REFERENCES:

1. 38 U.S.C. Section 701, Economy Act of 1933
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 11, Reimbursable Operations, Policy, and Procedures
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources
4. MAPS Marine Corps Acquisition Procedures Supplement
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3404-EXPD-1001: Manage cash operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing requirement, access to applicable financial systems, and the references.

STANDARD: Ensuring proper acquisition, accounting and safeguarding of cash as outlined in DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume

5.

PERFORMANCE STEPS:

1. Determine cash requirements.
2. Acquire currency.
3. Maintain required cash accountability report.
4. Safeguard currency on hand.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3404-EXPD-1002: Manage expeditionary military payroll payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, Military Pay Listing (MPL), and the references.

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 5 and 7A.

PERFORMANCE STEPS:

1. Coordinate payment authorization.
2. Provide cashier oversight.
3. Certify military payroll payments.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
3. DOD FMR 7000.14-R Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay

ADMINISTRATIVE NOTE: The actual unit paying agent can be another MOS as long as that individual is filling the assigned billet of a unit paying agent.

3404-EXPD-1003: Provide foreign currency exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, foreign currency exchange rate, and the references.

STANDARD: Ensuring transactions are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Maintain DD Form 2664 (Currency Exchange Record/Record of Individual Exchange Transaction).
2. Exchange currency.
3. Account for transactions.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3404-FSCL-1001: Manage unit paying agents (UPA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing requirement, access to applicable financial systems, and the references.

STANDARD: Ensuring the UPA account is balanced.

PERFORMANCE STEPS:

1. Train unit paying agent.
2. Advance funds.
3. Reconcile UPA account.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE NOTE: The actual unit paying agent can be another MOS as long as that individual is filling the assigned billet of a unit paying agent.

3404-FSCL-1002: Manage Disbursing Officers Daily Statement of Accountability (DD Form 2657)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the reference.

STANDARD: Ensuring the Disbursing Officer account is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Process daily business.
2. Verify Daily Agent Accountability Summary.
3. Certify daily business.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3404-FSCL-1003: Manage disbursement process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event pertains to the procedures and required documentation to process travel, military pay, and fiscal disbursements.

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documentation, and the reference.

STANDARD: Ensuring accurate and timely disbursements of funds in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Disbursing Policy and Procedures
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Disbursing Policy and Procedures

3404-FSCL-1004: Manage collections process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, and the references.

STANDARD: Ensuring accurate and timely collection of funds in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify processed documents.
2. Audit documents.
3. Certify documents.
4. Maintain files.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3404-FSCL-1005: Manage Statement of Agents Officer's Account (DD Form 1081)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the references.

STANDARD: Ensuring the account is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify documents.
2. Verify agent's accountability.
3. Process Statement of Agent Officer's Account (DD Form 1081).
4. Process Daily Agent Accountability Summary (DD Form 2665).

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 6B, Reconciliation Requirements for the Annual Financial Statements
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3404-FSCL-1006: Manage Disbursing Officer's Monthly Statement of Accountability (SF 1219)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the reference.

STANDARD: Ensuring accountability is properly stated in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify DD Form 2657 data.
2. Process supporting documentation.
3. Compare expenditures and collections (E&C) data against DD Form 2657 data.
4. Reconcile discrepancies.
5. Certify SF 1219.
6. Prepare end of month document folder.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3404-FSCL-1007: Process irregularities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical loss/gain of funds, an erroneous payment, access to applicable financial systems, supporting documentation, and the reference.

STANDARD: Ensuring the process to adjudicate is completed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Confirm irregularity.
2. Conduct process for Loss/Gain of Funds.
3. Request command investigation.
4. Report irregularity to DFAS.
5. Account for irregularity.
6. Process relief of liability, if applicable.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3404-IC-1001: Manage Disbursing Officer's Internal Controls Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, the references, and provided with the Disbursing internal controls policy.

STANDARD: Ensuring Disbursing operations are conducted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Conduct internal audits.
2. Manage Fraud Prevention Program
3. Analyze error trends/vulnerabilities.
4. Assess separation of duties.
5. Conduct technical training.
6. Interpret regulations, as required.
7. Assess organizational security.
8. Report findings.
9. Maintain liaison with external agencies.
10. Take corrective action.

REFERENCES:

1. OMB Circular A-123 Management's Responsibility for Internal Control
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3404-PAY-1001: Manage pay reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a pay management report, supporting documents, and the references.

STANDARD: Ensuring inconsistencies are corrected in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Analyze cyclic reports.
2. Conduct corrective actions.

3. Maintain reports.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
 5. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 6. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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3404-PAY-1002: Manage Miscellaneous Military Pay Order/Special Authorizations (NAVMC 11116) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring all transactions are processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Formulate action required.
2. Implement action(s).
3. Confirm record updates.
4. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
 5. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 6. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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3404-PAY-1003: Process Separation/Travel Pay Certificate (NAVMC 11060)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring closeout of member's Master Military Pay Account (MMPA).

PERFORMANCE STEPS:

1. Determine applicable separation entitlements.
2. Make required adjustment to MMPA, if necessary.
3. Confirm MMPA balanced.
4. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
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3404-PAY-1004: Manage Waiver/Remission of Indebtedness (DD Form 2789) process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a prepared application, and substantiating documents.

STANDARD: Ensuring waiver/remission is processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Ensure accuracy of waiver/remission package.
2. Verify indebtedness computations.
3. Prepare Disbursing Officer's endorsement.
4. Ensure reporting of appropriate diary entries.
5. Submit endorsed waiver package.
6. Take appropriate action.
7. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
3. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
4. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members

3404-REA-1001: Manage Resource Evaluation and Analysis Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL,

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems and the references.

STANDARD: Producing a signed annual statement of assurance.

PERFORMANCE STEPS:

1. Inspect Fund Managers for compliance with established processes.
2. Coordinate the Marine Corps Managers' Internal Control Program.
3. Execute the Marine Corps Internal Control over Financial Reporting (ICOFR) Program.
4. Coordinate audits from external agencies.
5. Provide inputs to the Commander's Statement of Assurance.

REFERENCES:

1. MCO 5200.24_ Marine Corps Manager's Internal Control (MCMIC) Program
2. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
3. OMB Circular A-123 Management's Responsibility for Internal Control

3404-TRAV-1001: Manage the Permanent Duty Travel (PDT) voucher process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Research previous settlements and advances.

2. Verify PCS entitlements.
3. Verify elapsed time.
4. Certify voucher.
5. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 5. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
 6. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
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3404-TRAV-1002: Manage the Temporary Additional Duty (TAD) travel voucher process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous settlements and advances.
3. Verify TAD entitlements.
4. Verify leave reporting, as applicable.
5. Certify voucher.
6. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
3. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
5. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
7. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting

- Instruction User Manual (MCTFSPRIUM)
8. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 9. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
 10. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
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3404-TRAV-1003: Manage Permanent Duty Travel (PDT) advance process

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel advance package, and the references.

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Research previous advances.
2. Verify advance entitlements.
3. Certify advance.
4. Reconcile unliquidated advances.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 5. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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5004. 2000-LEVEL EVENTS

3404-ACCT-2001: Validate USMC financial statements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This is performed at the service level.

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, coordination with

DFAS, Statements of Federal Financial Accounting Standards (SFFASs), Statements of Federal Financial Accounting Concepts (SFFACs), United States Standard General Ledger (USSGL) chart of accounts, required financial reports, higher headquarters Department of the Navy guidance, and the references.

STANDARD: Ensuring the submission of accurate, timely financial statements in accordance with higher headquarters Department of the Navy guidance.

PERFORMANCE STEPS:

1. Submit unaudited financial statements on time quarterly.
2. Review financial statement and notes.
3. Submit year end audited financial statements promptly.
4. Submit a management representation letter.
5. Submit a legal representation letter.
6. Review a balance sheet.
7. Review a Statement of Net Cost.
8. Review a Statement of Changes in Net Position.
9. Review a Statement of Budgetary Resources.
10. Review a statement of financing.
11. Review a statement of custodial activity.
12. Review supporting financial statement note schedules.
13. Review comparative financial data.
14. Review consolidated variance analysis supplemental report.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 6B, Reconciliation Requirements for the Annual Financial Statements
2. General Accounting Office/President's Council Integrity and Efficiency Financial Audit Manual (GAO/PCIE FAM)
3. OMB Bulletin 07-02 Audit Requirements for Financial Statements
4. OMB Bulletin 07-04 Audit Requirements for Financial Statements

3404-BUDG-2001: Perform cost analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems and the references.

STANDARD: Ensuring negative trends are identified and corrected.

PERFORMANCE STEPS:

1. Analyze all data.
2. Select appropriate cost analysis method.
3. Seek solutions.
4. Initiate solutions.

REFERENCES:

1. DOD FMR 7000.14-R Financial Management Regulation, Volume 3, Budget

- Execution - Availability and Use of Budgetary Resources
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2A, Budget Formulation and Presentation (Chapters 1-3)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2B, Budget Formulation and Presentation (Chapters 4-19)
 4. DOD INST 5000.2 Operation of the Defense Acquisition System
 5. DOD INST 7041.3 Economic Analysis for Decision Making
 6. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
 7. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3404-BUDG-2002: Coordinate contributions to the general gift fund

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, coordination with legal, deposit with DFAS Trust Accounting Division, deposit with Department of Navy General Gift Fund, required financial reports, and the references.

STANDARD: Ensuring gift funds are administered in accordance with SECNAVINST 4001.2_, Acceptance of Gifts.

PERFORMANCE STEPS:

1. Identify the amount of the gift.
2. Coordinate through legal.
3. Determine accepting authority.
4. Identify prohibited sources.
5. Deposit gifts.
6. Execute spending.
7. Accomplish requisite reporting requirements.
8. Retain all pertinent records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs
 2. SECNAVINST 4001.2_ Acceptance of Gifts
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3404-BUDG-2003: Formulate a Service Level budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, coordination with

appropriate staff, required financial reports, and the references.

STANDARD: Ensuring submission of an appropriation level budget.

PERFORMANCE STEPS:

1. Determine higher headquarters guidance.
2. Review OMB Circular A-11 for additional guidance.
3. Review Program and Budgeting Documentation Database (PBDD).
4. Apply Resource Management Decisions (RMD).
5. Complete the Select and Native Programming Data Input System (SNaP) exhibit.
6. Review the summary of the appropriation and adjust accordingly.
7. Review the summary of the Budget Activities and adjust accordingly.
8. Analyze the OP-32 Pricing and Program Growth exhibit.
9. Justify any program growth in the OP-32.
10. Coordinate with other appropriations/or within appropriations on exhibits that cross over.
11. Review the OP-5 Summary of Funding increases and decreases for all budget activities.
12. Justify any program growth.
13. Ensure no duplication of requirements.
14. Balance with OP-32 and other exhibits.
15. Complete remaining backup exhibits.
16. Coordinate remaining backup exhibits with other appropriations.
17. Develop financial management courses of action for DCP&R.

REFERENCES:

1. Resource Management Decision
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2A, Budget Formulation and Presentation (Chapters 1-3)
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2B, Budget Formulation and Presentation (Chapters 4-19)
4. DON Budget Guidance Memoranda
5. OMB Circular A-11 Preparation, Submission and Execution of the Budget

3404-CERT-2001: Perform functions of a defense resource manager

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, office staff, and a budget.

STANDARD: Ensuring 100% accountability of defense resources.

PERFORMANCE STEPS:

1. Perform the PPBE process.
2. Integrate disbursing/financial management into organizational plan.
3. Facilitate the internal/external inter-actions between DOD resource

- management elements.
4. Perform auditing.
 5. Enforce fiscal law regulations.

REFERENCES:

1. GAO-01-179SP Principles of Federal Appropriation Laws - GAO Redbook
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. JP 1-06 Financial Management Support in Joint Operations
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 5. SECNAVINST 7000.27_ Comptroller Organizations
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3404-CIVL-2001: Manage the execution of civilian labor

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial and personnel systems, ceiling tracks, current OPM pay and wage grade scales, inflation rate, required financial reports, and the references.

STANDARD: In accordance with local business processes and federal regulation.

PERFORMANCE STEPS:

1. Validate civilian labor budget.
2. Review execution in SABRS.
3. Validate financial/personnel data elements in applicable systems.
4. Validate execution in SABRS.
5. Report changes to higher headquarters.
6. Assess impact on financial plan.
7. Enter accruals in SABRS.
8. Adjust accruals as required.

REFERENCES:

1. SABRS User Manual
 2. Defense Civilian Pay Center website
<https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>
 3. DFAS-CL 7210.118 Work Year Personnel Cost (WYPC) Reporting System, AAA Responsibilities"
 4. MARADMIN 179/06 Standardization of Civilian Labor Cost Account Codes
 5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 6. Navy Budget Guidance Memoranda
 7. OMB Circular A-11 Preparation, Submission and Execution of the Budget
 8. Work Year Personnel Cost System WYPC website
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3404-CONT-2001: Prepare Contingency Operations Financial Management Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, warning order, and the references.

STANDARD: Ensuring financial management guidance supports operational requirements.

PERFORMANCE STEPS:

1. Assess the operational plan.
2. Identify requirements.
3. Develop a mission statement.
4. Develop a concept of operations.
5. Identify activities and organizations that require funding support.
6. Identify foreign host nation support payments.
7. Develop tasks.
8. Identify coordinating instructions.
9. Identify which Department of Defense System will be used during contingency operation.
10. Identify administration and logistic requirements.
11. Identify command and control.
12. Publish financial guidance.

REFERENCES:

1. Marine Corps Contingency Operations Financial Management Guidebook
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 11, Reimbursable Operations, Policy, and Procedures
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2A, Budget Formulation and Presentation (Chapters 1-3)
4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2B, Budget Formulation and Presentation (Chapters 4-19)
5. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3 Budget Execution - Availability and Use of Budgetary Resources
6. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 4, Accounting Policy and Procedures
7. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
8. JP 1-06 Financial Management Support in Joint Operations

3404-CONT-2002: Identify sources of funding for contingency operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the financial management appendix to the operations order, required financial forms, required financial reports, and the references.

STANDARD: Ensuring funds allocated for that purpose are obtained to support mission requirements.

PERFORMANCE STEPS:

1. Integrate subordinate unit budget requirements.
2. Determine costs by developing detailed budget estimates.
3. Identify what funds can support the requirement.
4. Accommodate funding sources within constraints imposed by fiscal law.
5. Coordinate with legal advisor when making fiscal determinations.
6. Consider emergency funding authorities.
7. Consider reprogramming actions.
8. Consider wartime military construction.
9. Obtain the appropriate type of funds.
10. Distribute and control the funds obtained.
11. Track incremental costs and obligations.
12. Establish cost capturing procedures.
13. Provide accurate and complete reporting procedures.

REFERENCES:

1. Marine Corps Contingency Operations Financial Management Guidebook
 2. CJCSI 7201.01A Combatant Commanders Official Representation Funds
 3. DoD Directive 7250.13 Official Representation Funds
 4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 11 Reimbursable Operations, Policy, and Procedures
 5. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12 Special Accounts, Funds, and Programs
 6. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 11B Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)
 7. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 15, Security Assistance Policy and Procedures
 8. JP 1-06 Financial Management Support in Joint Operations
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3404-CONT-2003: Support the procurement process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the procurement system and applicable financial systems, operational requirements, and the references.

STANDARD: Ensuring funding availability and legality of the execution of funding.

PERFORMANCE STEPS:

1. Establish relationship with key personnel.

2. Participate in the acquisition review process.
3. Ensure financial transaction lifecycle is in accordance with laws and regulations.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
 2. JP 1-06 Financial Management Support in Joint Operations
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedures Manual
-

3404-DISB-2001: Assume duties as DO/FO

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems and an appointment letter.

STANDARD: In accordance with DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Chapter 2.

PERFORMANCE STEPS:

1. Receive appointment letter.
2. Appoint deputies and accountable positions.
3. Submit signature card/specimen signatures.
4. Request master ELSIG.
5. Address change in status of disbursing officer/agents.
6. Perform relief.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3404-DISB-2002: Provide finance support to the Commander's operational plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational plan and access to applicable financial systems.

STANDARD: Ensuring integration into the operational plan.

PERFORMANCE STEPS:

1. Receive Commander's intent.
2. Appraise current capabilities.
3. Recommend concept of disbursing support.
4. Develop disbursing planning guidance.
5. Receive confirmation brief.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 8, Civilian Policy and Procedures
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCWP 4-11.8 Services in an Expeditionary Environment
-

3404-EXPD-2001: Manage Limited Depositary Accounts (LDA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring the proper establishment and accounting for an LDA as outlined in the DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate LDA authorization.
2. Establish an LDA.
3. Maintain an LDA.
4. Close an LDA.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3404-EXPD-2002: Develop the Expeditionary Disbursing Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing mission and the Commander's intent.

STANDARD: Ensuring disbursing support meets operational requirements.

PERFORMANCE STEPS:

1. Determine expeditionary scheme of maneuver.
2. Coordinate with Executive Agent.
3. Provide input to orders development.

REFERENCES:

1. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 2. DODD 5101.1 Department of Defense Executive Agent
 3. FM 1-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCWP 4-11.8 Services in an Expeditionary Environment
-

3404-EXPD-2003: Manage accommodation exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a check cashing requirement.

STANDARD: Providing the service to authorized personnel in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate the Commander's personal check cashing policy.
2. Perform check cashing services.
3. Account for accommodation exchange.

REFERENCE:

1. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3404-EXPD-2004: Manage stored value card programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Administering the programs, ensuring correction of discrepancies.

PERFORMANCE STEPS:

1. Coordinate program requirement.
2. Formulate commander's policy.
3. Process reports.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 3. Eagle Cash User's Manual
 4. Navy Cash Standard Operating Procedures
-

3404-EXPD-2005: Manage seized currency

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: Ensuring accurate accountability and disposition in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Establish a chain of custody.
2. Inventory seized currency.
3. Safeguard seized currency.
4. Coordinate disposition.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
2. DoDD 5101.1 Department of Defense Executive Agent
3. FM 1-06 Financial Management Operations (Army)
4. JP 1-06 Financial Management Support in Joint Operations
5. MCWP 4-11.8 Services in an Expeditionary Environment
6. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs

ADMINISTRATIVE INSTRUCTIONS: This event should be part of a PTP work up.

3404-EXPD-2006: Manage imprest funds cashier account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring proper management of an authorized imprest fund account in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Coordinate cashier appointment.
2. Train cashier.
3. Advance funds.
4. Reconcile account.
5. Maintain records.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3404-EXPD-2007: Process cash for personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the references.

STANDARD: Accurately accounting for cash found in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Process exchange for cash.
2. Process disbursement.
3. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual
 3. MCO P4050.38_ Personal Effects and Baggage Manual
-

3404-EXPD-2008: Manage expeditionary payment process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

DESCRIPTION: This event pertains to the procedures and required documentation for contract payments and special programs such as Commander's Emergency Response Program (CERP), Emergency and Extraordinary Expense (EEE), Marine Corps Counter-Intelligence and Human Intelligence Program (MCCHP) and foreign damage/battle damage claims, Weapons for Cash program, medical services, bail and attorney fees in foreign areas.

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring payments are processed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 1, Contract Payment Policy and Procedures
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 12, Special Accounts, Funds, and Programs
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
 4. FM 1-06 Financial Management Operations (Army)
 5. JP 1-06 Financial Management Support in Joint Operations
 6. Handbook 09-27 Commander's Guide to Money as a Weapon System
-

3404-FSCL-2001: Manage Treasury check issuance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring checks issued by the Disbursing Officer are reported in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume

5.

PERFORMANCE STEPS:

1. Process treasury check.
2. Process treasury level 8 data.
3. Reconcile U.S. Treasury Limited Payability Report (3880).

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3404-PAY-2001: Manage discrepancy notice process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, substantiating documents, and the references.

STANDARD: Ensuring correction and prevention of discrepancies.

PERFORMANCE STEPS:

1. Certify discrepancy notice.
2. Track to completion.
3. Analyze discrepancy trends.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
4. DTOD Defense Table of Official Distances
5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
6. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
7. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
8. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
10. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
11. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
12. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
13. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members

3404-POM-2001: Prepare Command POM Initiative Submission

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, higher headquarters guidance, command guidance, staff coordination, and the references.

STANDARD: In accordance with higher headquarters published timelines and formats.

PERFORMANCE STEPS:

1. Analyze higher headquarters guidance.
2. Formulate local commander's guidance.
3. Develop solicitation for staff and subordinate commands.
4. Publish data call to staff and subordinate command sections.
5. Analyze received submissions.
6. Compile POM initiatives submission to submit to higher headquarters.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 2B, Budget Formulation and Presentation
 2. DODI 7045.7 Implementation of the Planning, Programming, and Budgeting System (PPBS)
 3. Higher Headquarters POM Submission Requirements
 4. HQMC POM Serials
 5. MCO P3121.1 Marine Corps Planning and Programming Manual
-

3404-REA-2001: Audit business processes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ICOFR test script, process flow diagram, access to appropriate systems, and the references.

STANDARD: Ensuring compliance with standard Marine Corps business processes.

PERFORMANCE STEPS:

1. Understand existing business processes.
2. Compare existing processes to MC processes flow diagram.
3. Identify discrepancies in the processes.
4. Identify internal control weaknesses.
5. Take corrective action.
6. Report findings.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 6B, Reconciliation Requirements for the Annual Financial Statements
 2. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 6A, Reporting Policy and Procedures
 3. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
 4. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
 5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedures Manual
 6. NAVMC 2664 USMC Financial Guidebook for Commanders
 7. OMB Circular A-123 Office of Management and Budget Circular A-123 Management's Responsibility for Internal Control
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3404-TRAV-2001: Manage Temporary Additional Duty (TAD) travel advance process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, completed travel advance package, and the references.

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous advances.
3. Verify advance entitlements.
4. Certify advance.
5. Reconcile unliquidated advances.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 3. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 5. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 6. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction User Manual (MCTFSPRIUM)
 7. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instruction Manual (MCTIM)
 8. NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members
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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Resource Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3408	Financial Management Resource Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
FMGT	Financial Management

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3408 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

6002. INDEX OF INDIVIDUAL EVENTS

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6003. 2000-LEVEL EVENTS

3408-ADMN-2001: Implement financial management policy/guidance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for assisting in the development and enforcement of financial management policy and guidance in accordance with Appropriation Law and Financial Management Regulations.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a scenario.

STANDARD: Ensuring compliance with regulations and The Marine Corps Standardized Process Flow Document.

PERFORMANCE STEPS:

1. Review current policy/guidance.
2. Evaluate changes to policy and procedural guidance.
3. Advise the Comptroller.
4. Implement approved changes.
5. Confirm effectiveness of changes.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. The Marine Corps Standardized Process Flow Document

3408-FMGT-2001: Conduct year end procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for preparing the Year End Certification for their Comptrollers. FMROs are key individuals in the generation and enforcement of all closeout procedures and guidance.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a financial plan, source documentation, closeout guidance, and financial reports.

STANDARD: Ensuring transactions are timely, accurate, and relevantly recorded within authorized spending limits in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Review closeout guidance.
2. Implement local closeout guidance.
3. Coordinate year-end validations.
4. Reconcile required reports.
5. Prepare required reports.
6. Conduct open up procedures.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3408-FMGT-2002: Provide financial management training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for the conduct of training Commanders and their appointed personnel in their execution of all financial management responsibilities.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring all personnel are properly trained in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Analyze performance.
2. Develop objectives.
3. Develop training plan.
4. Provide training.
5. Document training.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2003: Monitor the accounting system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for monitoring the accounting system to ensure the system integration and data integrity in support of RFA's SIDI mission.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a secured access.

STANDARD: Ensuring recording of timely, accurate, and relevant financial data in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Monitor financial input and output processes.
2. Evaluate program changes.
3. Coordinate action to correct system problems.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. OMB Circular A-123 Management Accountability and Control
-

3408-FMGT-2004: Validate accounting system tables

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for ensuring accounting system tables are maintained IOT support RFE mission to capture financial execution.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a secure access and reports generating software.

STANDARD: Ensuring accuracy of data elements in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Manage access to the accounting system.
2. Analyze tables.
3. Update tables.
4. Verify updates.

REFERENCES:

1. SABRS, SMARTS, and SABRS Help Standard Operating Procedures
2. Standard Accounting Budgeting and Reporting System Tables User Manual
3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3408-FMGT-2005: Coordinate reconciliations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for ensuring all financial events recorded in the accounting system are supported by, and reconciled to, a corresponding source document in support of RFK's audit readiness mission.

GRADES: WO1, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given report generating software and supporting documentation.

STANDARD: Ensuring the validity of financial transactions in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Produce reports.
2. Analyze reports.
3. Disseminate reports with guidance.
4. Receive feedback.
5. Review results.
6. Document results.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. OMB Circular A-123 Management Accountability and Control
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3408-FMGT-2006: Monitor the execution of lateral transfer of funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for ensuring all financial events recorded in the accounting system are supported by, and reconciled to, a corresponding source document in support of RFK's audit readiness mission. Furthermore, FMROs are responsible for ensuring that funding is executed in accordance with Appropriation Law and Financial Management Regulations.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct inter/intra agency support.

STANDARD: Ensuring 100% accuracy in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Evaluate Execution.
2. Assess compliance.
3. Provide feedback.
4. Monitor business process.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2007: Validate business feeder systems' financial data elements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for ensuring all financial transactions recorded in the accounting system from a systemic interface are accurately recorded in a timely manner. Furthermore, FMROs are responsible for ensuring business feeder systems' financial data elements are loaded in accordance with RFE's Financial Codes Manual IOT support the commands spending plan.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given secure access to applicable role(s).

STANDARD: Ensuring the timeliness and accuracy of transactions in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Analyze financial data elements.
2. Update financial data elements.
3. Verify outcome.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
2. OMB Circular A-123 Management Accountability and Control

3408-FMGT-2008: Generate custom financial reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for generating adhoc financial reports that are not available in the "canned" format within all reporting systems. This event is in support of RFA's System Integration and Data Integrity's mission to provide financial reporting capabilities to commands IOT make informed decisions based on available resources.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given secure access to report generating software.

STANDARD: To provide timely, accurate, and relevant financial reports.

PERFORMANCE STEPS:

1. Identify requirements.
2. Validate requirement.
3. Create report.
4. Publish report.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
2. SABRS, SMARTS, and SABRS Help Standard Operating Procedures

ADMINISTRATIVE NOTE: The purpose of the event is to identify exceptions within the vast quantities of metadata available in the accounting system.

3408-FMGT-2009: Monitor financial performance indicators

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for conducting root cause analysis on all transaction anomalies. FMROs must ensure abnormal conditions are corrected and controls are implemented to

prevent future occurrences. This event is in direct support of RFA's Analysis and Review mission to report and justify Marine Corps compliance to OSD metrics.

GRADES: WO1, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given secure access to report generating software.

STANDARD: Ensuring the timeliness and accuracy of transactions in accordance with MCO P7300.21, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Analyze reports.
2. Perform trend analysis.
3. Determine corrective action.
4. Initiate corrective action.
5. Verify corrective action.

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3408-FMGT-2010: Manage Tri-Annual Review (TAR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for ensuring the conduct of the TAR is in compliance with the DODFMR. FMROs assist Commanders and their designated personnel by facilitating the validation of recorded financial events within the financial transaction life cycle. FMROs are responsible for compiling, analyzing, and reporting results to the Comptroller for submission to higher headquarters.

GRADES: WO1, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TAR report, source documentation, and access to external systems.

STANDARD: Ensuring only valid transactions reside in the accounting system in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Obtain report.
2. Disseminate report.
3. Receive annotated report.
4. Verify results.

5. Conduct analysis.
6. Submit report to higher headquarters.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

ADMINISTRATIVE NOTE: There is no value in passing a validation up and down the chain of command if no entity conducts the analysis of the data being submitted. This is an evolution of the process as TAR results become auditable.

3408-FMGT-2011: Conduct financial assessment/formal inspection

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Financial Management Resource Officers are responsible for the conduct of financial assessments and formal inspections. FMROs will ensure that personnel participating in assessments and formal inspections are properly trained and perform the event in accordance with all local and higher headquarters established parameters.

GRADES: WO1, CW02, CW03, CW04, CW05

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a checklist.

STANDARD: To prepare an assessment/formal inspection report on the command's ability to accomplish its mission in accordance with all local and higher headquarters established parameters.

PERFORMANCE STEPS:

1. Identify scope and objectives.
2. Provide assessment standards.
3. Conduct trend analysis.
4. Conduct an in-brief.
5. Conduct assessment.
6. Conduct out-briefs.
7. Submit prepared report for signature.
8. Conduct follow-up, as required.

REFERENCES:

1. MCO 5040.6_ Marine Corps Readiness Inspections and Assessments
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the Finance Technician. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3432	Finance Technician

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
TRAV	Travel

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills (initial entry level MOS training conducted at a formal school)
2000	Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3432 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay,

EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

7002. INDEX OF INDIVIDUAL EVENTS

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3432-TRAV-2005	Audit Permanent Duty Travel (PDT) payments/collections	7-31
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7003. 1000-LEVEL EVENTS

3432-FSCL-1001: Prepare cash collection vouchers (DD Form 1131)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given operational requirement, access to automated systems, internet connectivity, and supporting documents.

STANDARD: Ensuring standards are met with 100% accuracy in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated system.
2. Verify documents.
3. Prepare DD Form 1131.
4. Submit for certification.
5. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5,

Disbursing Policy and Procedures

ADMINISTRATIVE NOTE: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-1002: Prepare public voucher (SF 1034)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, a vendor's bill, a valid contract, receiving endorsement, invoice, and the references.

STANDARD: Ensuring the SF 1034 and all source documents are 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated system.
2. Review documents.
3. Prepare DD Form 1034.
4. Submit for certification.
5. Maintain records.

REFERENCES:

1. SABRS User's Manual
 2. DDS User Manual
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures
 4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-FSCL-1003: Prepare daily statement of Agent Officer's Account (DD Form 1081)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operational Requirement, access to automated systems, internet connectivity, supporting documents, and the references.

STANDARD: Ensuring daily statement of Agent Officer's Account is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated system.
2. Prepare DD Form 1081.
3. Submit for certification.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-FSCL-1004: Prepare Daily Statement of Accountability (DD Form 2665)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, supporting documents, and the references.

STANDARD: Ensuring agents daily statement of accountability is balanced in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated system.
2. Prepare DD Form 2665.
3. Submit for certification.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-PAY-1001: Prepare a disbursing diary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system, internet connectivity, a computer, supporting/substantiating documents, and the references.

STANDARD: Ensuring standards of accuracy are met in accordance with DFAS UM-18, On-line Disbursing Diary Operating Procedures.

PERFORMANCE STEPS:

1. Access automated systems.
2. Prepare diary.

REFERENCES:

1. DFAS UM-18 On-line Disbursing Diary Operating Procedures
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
-

3432-PAY-1002: Compute adjustments to pay and allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided documents and access to automated systems.

STANDARD: Ensuring accurate calculation within two business days after receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review documents.
3. Research documents.
4. Compute adjustments.
5. Annotate documents.
6. Forward documents.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
-

3432-PAY-1003: Compute special payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring accurate calculation within one business day after receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review documents.
3. Research documents.
4. Compute documents.
5. Annotate documents.
6. Forward documents.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedure - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
-

3432-PAY-1004: Prepare a special payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to produce a special payroll, supporting/substantiating documents, access to automated systems, and the references.

STANDARD: Ensuring accurate date and payroll data are inputted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Access automated systems.
2. Prepare a military pay listing.
3. Forward documents for review.

REFERENCES:

1. DFAS UM-12 Remote Access Pay Transactions and Reporting System User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
-

3432-PAY-1005: Process a payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a payroll, suspect payment listings, and access to automated systems.

STANDARD: Ensuring payment data is 100% accurate.

PERFORMANCE STEPS:

1. Access automated system.
2. Review payroll.
3. Review suspect payment listing.
4. Compute payments.
5. Process adjustments.
6. Forward payroll.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
-

3432-PAY-1006: Adjust leave entitlements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided documents and access to automated systems.

STANDARD: Ensuring the leave balance is computed or adjusted to 100% accuracy.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review documents.
3. Compute adjustments.
4. Properly annotate documents.
5. Forward documents.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
-

3432-PAY-1007: Prepare a separation/retirement account summary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy in computation.

PERFORMANCE STEPS:

1. Access automated system.
2. Compute discharge account summary sheet.
3. Annotate documents.
4. Forward documents.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
-

3432-TRAV-1001: Compute Temporary Additional Duty (TDY) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents and access to automated systems.

STANDARD: Ensuring claims are processed with 100% accuracy within three working days of receipt.

PERFORMANCE STEPS:

1. Access automated system.
2. Validate previous payments/advances.
3. Identify the elements of an LOA.
4. Validate the elements of an LOA.
5. Identify type of claim.
6. Review documents.
7. Compute payment.
8. Release documents.

REFERENCES:

1. WINIATS User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 4. JTR Chapter 5 Joint Travel Regulations, Permanent Duty Travel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 7. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
 9. SABRS User's Manual
-

3432-TRAV-1002: Compute Permanent Duty Travel (PDT) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents and access to automated systems.

STANDARD: Ensuring PDT claims are processed with 100% accuracy within five working days of receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate payments/advances.
3. Review documents.
4. Compute entitlements.
5. Compute elapsed time.
6. Release documents.

REFERENCES:

1. WINIATS User Manual
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
4. DTOD Defense Table of Official Distances
5. JTR Chapter 5 Joint Travel Regulations, Permanent Duty Travel
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM) - Reference has been changed to a living document.
8. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense

Civilian Personnel

3432-TRAV-1003: Compute military separation travel payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents, access to automated systems, and the references.

STANDARD: Ensuring standards of accuracy are met in accordance with NAVSO P-6034, Joint Travel Regulations (JTR).

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments/advances.
3. Compute payments.
4. Release voucher.

REFERENCES:

1. WINIATS User Manual
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 3. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 5. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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7004. 2000-LEVEL EVENTS

3432-FSCL-2001: Manage suspense accounts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, supporting documentation, and the references.

STANDARD: Ensuring funds are accounted for and cleared with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.

2. Receive documents from DFAS-CL.
3. Investigate unexplained overages/shortages.
4. Process ceased currency.
5. Take corrective action.
6. Maintain records.

REFERENCES:

1. DSS User Guide
 2. SABRS User's Manual
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-FSCL-2002: Audit collection vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, supporting documents, and the references.

STANDARD: Ensuring 100% accurate and timely collection of funds in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated system.
2. Audit documents.
3. Audit vouchers.
4. Process vouchers.
5. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2003: Process exchange for cash check

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for exchange for cash, access to automated systems, internet connectivity, pertinent check data, and a U.S. Treasury check.

STANDARD: Ensuring 100% accuracy is met in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated system.
2. Obtain pertinent data and blank treasury check.
3. Prepare check.
4. Submit for audit and signature.
5. Cash check.
6. Process vouchers.
7. Report vouchers.
8. Account for check on daily business.
9. Report check to U.S. Treasury.
10. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2004: Process checks for distribution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, prepared checks, chain of custody paperwork, DD Form 577, and proper identification.

STANDARD: Ensuring standards of accuracy are met in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify recipient is authorized to receive checks.
2. Verify receipt of individual checks with identification.
3. Log payroll signature of individual receiving checks.
4. Maintain records.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-FSCL-2005: Process deposit tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, and a Deposit Ticket (SF 215).

STANDARD: Ensuring information is recorded and properly reflected on the disbursing agents' statement of accountability as outlined in the DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated systems.
2. Endorse back of checks with Disbursing stamp.
3. Print/type deposit tickets.
4. Copy deposit ticket and negotiable instrument.
5. Forward/release deposit ticket and negotiable instrument.
6. Maintain records.

REFERENCES:

1. OTC PCC User Manual
2. DDS User Manual
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2006: Audit deposit tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, cash systems, internet connectivity, supporting documentation, and the reference.

STANDARD: Ensuring the disbursing agents daily statement of accountability reflects 100% accurate deposits in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated systems.
2. Access cash systems.
3. Retrieve SF 215.

4. Audit Over The Counter (OTC) Net process.
5. Reject deposits in error to agents.
6. Accept correct deposits from agents.
7. Verify recording of deposits on DD Form 1081.
8. Process DD Form 2665.
9. Maintain records.

REFERENCES:

1. OTC PCC User Manual
2. DDS User Manual
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2007: Audit daily statement of accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, documentation, and the references.

STANDARD: Ensuring agent's accountability is 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify recording of documentation.
3. Review data on DD 1081.
4. Correct discrepancies.
5. Accept DD 1081.
6. Finalize DD Form 2665.
7. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2008: Prepare checks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, internet connectivity, access to automated systems, supporting documents, and blank checks.

STANDARD: Ensuring standards are met with 100% accuracy in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated systems.
2. Log check date.
3. Print check.
4. Audit check against source document.
5. Obtain signature.
6. Safeguard checks.
7. Maintain records.

REFERENCE:

1. DDS User Manual
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3432-FSCL-2009: Audit public vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, valid contract, receiving endorsement, invoice, and the references.

STANDARD: Ensuring the Public Voucher for Purchases and Services Other Than Personal (SF 1034) and all source documents are 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify appropriation data.
3. Identify discrepancies.
4. Maintain records.

REFERENCES:

1. ITS User Manual
2. SABRS User's Manual
3. DDS User Manual
4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 10, Contract, Payment Policy and Procedures
5. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources

6. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5,
Disbursing Policy and Procedures
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3432-FSCL-2010: Audit Voucher and Schedule of Withdrawal and Credits (SF 1081)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, supporting documentation, and the references.

STANDARD: Ensuring appropriation/funds requested are 100% accurate prior to submission for certification in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify appropriation data.
3. Identify discrepancies.
4. Process public vouchers.
5. Certify public vouchers.

REFERENCES:

1. DDS User Manual
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3432-FSCL-2011: Prepare disbursing voucher log

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, blank log, and the reference.

STANDARD: Ensuring standards are 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Input information.
2. Assign Disbursing Officers Voucher (DOV) number.
3. Transcribe voucher data.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
-

3432-FSCL-2012: Maintain custody and control of checks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, blank checks, prepared checks, and a secure area.

STANDARD: Ensuring 100% correct handling of a negotiable instrument in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Verify check stock against source documents.
2. Submit to Disbursing Officer for review.
3. Ensure checks are safeguarded in a secure area.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
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3432-FSCL-2013: Maintain on-line Treasury reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, source documents, and the references.

STANDARD: Ensuring standards are met with 100% accuracy in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:

1. Access automated systems.
2. Enter non-automated check numbers/amounts into Treasury system.
3. Verify automated check numbers/totals are reported.
4. Show adjustments to current/prior month(s) issues.
5. Submit current monthly total checks issued.
6. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3432-FSCL-2014: Process travel business

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, certified vouchers, supporting documents, and the references.

STANDARD: Ensuring 100% accurate reporting of payment information in accordance with NAVSO P-6034, Joint Travel Regulations (JTR).

PERFORMANCE STEPS:

1. Access automated systems.
2. Input source data.
3. Transfer data.
4. Print reports.

REFERENCES:

1. IATS User Guide
2. DDS User Manual
3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures
4. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
5. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

3432-FSCL-2015: Prepare commencement of agents/certifiers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, authorized request, and the references.

STANDARD: Ensuring that agents and certifiers are assigned in accordance

with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Prepare source documents.
3. Distribute documents.
4. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3432-FSCL-2016: Manage a Limited Depository Account (LDA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, source documents, and access to automated systems.

STANDARD: Ensuring the proper establishment and accounting for an LDA in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Identify authorized personnel.
3. Complete documents.
4. Obtain approval.
5. Establish/manage the U.S./foreign dollar currency.
6. Prepare currency exchange records/sub-vouchers.
7. Verify vouchers.
8. Reconcile LDA account.
9. Maintain records.

REFERENCES:

1. ITS.gov User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 5, Disbursing Policy and Procedures

3432-IC-2001: Conduct internal controls audits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, Disbursing Officer's guidance, and the references.

STANDARD: Ensuring that fraud, improper payments and losses, and/or gains are identified.

PERFORMANCE STEPS:

1. Conduct audits.
2. Review separation of duties.
3. Review systems access.
4. Review reports.
5. Conduct technical training.
6. Interpret regulations.
7. Review/monitor office security.
8. Identify/report financial loss/gain.
9. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 1 - 15
 3. NAVMC 2768 Fraud, Waste and Abuse
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3432-PAY-2001: Process allotments of pay

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for an allotment of pay, documents, and access to automated systems.

STANDARD: Ensuring standards are met with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Review documents.
4. Process documents.
5. Forward documents.

REFERENCES:

1. DFAS UM-12 Remote Access Pay Transactions and Reporting System User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3432-PAY-2002: Prepare a waiver of indebtedness

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring standards of accuracy are met in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM), Chapter 10.

PERFORMANCE STEPS:

1. Access automated system.
2. Collect documents.
3. Forward documents.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3432-PAY-2003: Audit special payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given special payment computations, documents, access to automated systems, and the references.

STANDARD: Ensuring calculations are 100% accurate.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Audit payments.
4. Forward for payment.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. NAVSO P-6034 Joint Federal Travel Regulations (JFTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-PAY-2004: Audit allotments of pay

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a processed bond and allotment authorization, documents, and access to automated systems.

STANDARD: Ensuring allotments are processed with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit documents.
4. Certify documents.
5. Maintain records.

REFERENCES:

1. DFAS UM-12 Remote Access Pay Transactions and Reporting System User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3432-PAY-2005: Audit a special payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy prior to submission for payment.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit payroll.
4. Certify payroll.
5. Maintain records.

REFERENCES:

1. DFAS UM-12 Remote Access Pay Transactions and Reporting System User Manual
 2. DFAS UM-18 On-line Disbursing Diary Operating Procedures
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
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3432-PAY-2006: Audit a payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a payroll, suspect payment listing, and access to automated systems.

STANDARD: Ensuring payment data is 100% accurate in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Access automated system.
2. Audit payroll.
3. Audit suspect payment listing.
4. Certify payroll/suspect listing.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-PAY-2007: Audit a disbursing diary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing diary, documents, access to automated systems, and the references.

STANDARD: Ensuring all diary entries are valid prior to submission for certification.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit documents.
4. Certify diary.
5. Maintain records.

REFERENCES:

1. DFAS UM-18 On-line Disbursing Diary Operating Procedures
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2008: Audit pay management reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a processed pay management report, documents, and access to automated systems.

STANDARD: Ensuring corrections are 100% accurate.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive pay management reports.
3. Audit reports.
4. Certify reports.
5. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay

3432-PAY-2009: Audit adjustments to pay and allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116, documents, and access to automated systems.

STANDARD: Ensuring adjustments are 100% accurate.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit documents/computations.
4. Audit adjustments.
5. Forward to preparer for unit diary input.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-PAY-2010: Audit leave entitlements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116, documents, and access to automated systems.

STANDARD: Ensuring transactions are 100% accurately processed prior to submission for certification.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Review documents.
4. Forward to preparer for unit diary input.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 5. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-PAY-2011: Audit a waiver of indebtedness/remission

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, a prepared waiver of

indebtedness/remission, and supporting documents.

STANDARD: Ensuring waiver of indebtedness/remission is processed with 100% accuracy in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

1. Access the automated systems.
2. Review waiver/remission package for accuracy.
3. Audit indebtedness computations.
4. Forward documents for review.
5. Forward to preparer for unit diary input.
6. Track completed package.
7. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. NAVSO P-6034 Joint Federal Travel Regulations (JFTR) Volumes 1 and 2
Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-PAY-2012: Audit a separation/retirement discharge account summary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared separation, documents, and access to an automated system.

STANDARD: Ensuring standards are met with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Audit documents.
3. Certify documents.
4. Forward to preparer for payroll/unit diary input.
5. Maintain records.

REFERENCES:

1. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 7A, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2,
Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense

Civilian Personnel

3432-TRAV-2001: Compute civilian Permanent Duty Travel (PDT) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supporting documents and access to an automated system.

STANDARD: Ensuring 100% accuracy of calculations.

PERFORMANCE STEPS:

1. Access automated systems.
2. Compute entitlements.
3. Determine and compute relocation income tax allowance.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 2. DTOD Defense Table of Official Distances
 3. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-TRAV-2002: Maintain separation travel suspense file on category III (separates)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents, access to automated systems, and the reference.

STANDARD: Ensuring mission requirements and account archive history are maintained with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify date of separation.
3. Verify member is not in an overpaid status.
4. Verify member does not have an outstanding travel advance.
5. Upon receipt of final travel settlement, remove all of the member's documents from the suspense file.
6. Forward to DFAS-CL.

REFERENCE:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures

3432-TRAV-2003: Process alternate electronic funds transfer account

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an electronic funds transfer account form, access to automated systems, and the references.

STANDARD: Ensuring allocated funds are submitted to the correct financial institution.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review member's information.
3. Input member's information.
4. Update electronic funds transfer information.
5. Submit electronic funds transfer form for certification.

REFERENCES:

1. WINIATS User Manual
2. Head Finance Branch Programs and Resources Department Policy Letter of 7 Mar 2000

3432-TRAV-2004: Audit Temporary Additional Duty (TAD) payments/collections

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy of calculations within three working days of receipt prior to settlement.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments and advances.
3. Audit claim.
4. Release for certification.

REFERENCES:

1. WINIATS User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 4. JFTR Joint Federal Travel Regulations, Chapters 1, 2, 3, 4, and 7
 5. JTR Chapter 5 Joint Travel Regulations, Permanent Duty Travel
 6. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 7. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 8. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 9. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-TRAV-2005: Audit Permanent Duty Travel (PDT) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy of calculations prior to settlement within five working days of receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments/advances.
3. Audit claim.
4. Release for certification.

REFERENCES:

1. WINIATS User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 4. JTR Joint Travel Regulations Volume 2, DOD Civilian Personnel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 7. MCO P1001R.1_ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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3432-TRAV-2006: Audit military travel separation/payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 18 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy of calculations prior to release for certification.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments/advances.
3. Audit documents.
4. Release for certification.

REFERENCES:

1. WINIATS User Manual
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R DOD Financial Management Regulation, Volume 9, Travel Policy and Procedures
 4. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 5. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 6. NAVSO P-6034 Joint Travel Regulations (JTR) Volumes 1 and 2, Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel
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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 8

MOS 3451 INDIVIDUAL EVENTS

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FINANCIAL MANAGMENT T&R MANUAL

CHAPTER 8

MOS 3451 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Resource Analyst. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
3541	Financial Management Resource Analyst

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administration
FMGT	Financial Management

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills (initial entry level MOS training conducted at a formal school)
2000	Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3451 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

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8003. 1000-LEVEL EVENTS

3451-FMGT-1001: Construct financial data elements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring the correct data elements are cited in the proper format with 100% accuracy in accordance with MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Construct a Line of Accounting (LOA).
2. Construct a document number.
3. Construct Financial Data Elements (FDE).

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-1002: Process accounting transactions into Standard Accounting Budgeting and Reporting System (SABRS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial source documents, secure access to SABRS and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Receive financial source documents.
2. Validate source documents against attributes checklist.
3. Input the financial information from the source documentation into SABRS.
4. Verify for accuracy.

REFERENCES:

1. SABRS User Manual
 2. SABRS Customer Assistance Handbook
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-1003: Maintain local tables in the Standard Accounting Budgeting and Reporting System (SABRS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements, access to SABRS and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Verify financial data elements.
2. Add/change/delete data as required.
3. Validate for accuracy.

REFERENCES:

1. SABRS User Manual
 2. SABRS Customer Assistance Handbook
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-1004: Load financial data into feeder systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, financial data elements, access to appropriate systems, and the references.

STANDARD: Ensuring 100% accuracy of financial data.

PERFORMANCE STEPS:

1. Identify different feeder systems.
2. Load data elements into feeder systems.
3. Verify accuracy.

REFERENCES:

1. SABRS Feeder System Manual (current edition)
 2. SABRS User Manual
 3. SABRS Customer Assistance Handbook
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-1005: Support the financial transaction life cycle

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to business feeder systems, access to

SABRS, and the references.

STANDARD: Ensuring accurate and timely recording of the transaction.

PERFORMANCE STEPS:

1. Determine business feeder systems required to complete the cycle.
2. Determine required source documentation.
3. Determine document type code.
4. Determine data elements.
5. Monitor the transaction life cycle.
6. Determine SABRS transaction, if necessary.

REFERENCES:

1. SABRS User Manual
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-1006: Generate financial reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to report generating systems and the references.

STANDARD: Producing timely and accurate financial reports.

PERFORMANCE STEPS:

1. Determine report generating system.
2. Navigate report generating systems.
3. Select applicable report(s).
4. Print/save data, as required.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. SABRS Feeder System Manual (current edition)
-

3451-FMGT-1007: Reconcile daily transaction report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation, current daily transaction report, access to SABRS or other appropriate feeder system, and the reference.

STANDARD: Ensuring 100% accuracy of transactions posted in the accounting system.

PERFORMANCE STEPS:

1. Retrieve current daily transaction report (DTR).
2. Reconcile DTR to source documentation.
3. Document reconciliation.
4. Effect necessary adjustments in SABRS or other appropriate feeder systems, as required.
5. File DTR and source documentation appropriately.

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3451-FMGT-1008: Correct transactions on performance indicator reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a report, source documentation, access to SABRS or other appropriate feeder system, and the references.

STANDARD: Ensuring the timeliness and accuracy of transactions in accordance with MCO 7300.21_, Marine Corps Financial Management Standard Operating Procedures Manual.

PERFORMANCE STEPS:

1. Retrieve report.
2. Perform research, as required.
3. Take appropriate actions to effect changes.
4. Validate for accuracy.
5. Liaise with external agencies, as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3451-FMGT-1009: Validate financial data elements on source documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, source documents and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Determine the financial data elements per the requirements.
2. Apply financial data elements.
3. Verify financial data elements.
4. Apply required information to source documents.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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8004. 2000-LEVEL EVENTS

3451-ADMN-2001: Maintain correspondence

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given correspondence files, directives and the references.

STANDARD: Ensuring all correspondence is maintained for the required amount of time per SECNAV M-5210.1, Department of the Navy Records Management Manual.

PERFORMANCE STEPS:

1. Establish file folders.
2. Retrieve correspondence files and directives.
3. Maintain correspondence files and directives.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. MCO P5215.17_ The Marine Corps Technical Publications System
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 5. SECNAV M-5216.5_ Department of the Navy Correspondence Manual
 6. SECNAVINST M-5210.2_ Standard Subject Identification Code (SSIC) Manual
 7. SECNAV M-5210.1 Department of the Navy Records Management Manual
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3451-ADMN-2002: Provide financial management recommendations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references.

STANDARD: Ensuring commands are provided with current and accurate financial policies and guidance.

PERFORMANCE STEPS:

1. Review current policies and procedures.
2. Provide recommendations.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. SECNAV M-5216.5_ Department of the Navy Correspondence Manual
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3451-FMGT-2001: Perform budget execution analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved budget, obligation phasing plan, status of funds (SOF) report, applicable systems, and the references.

STANDARD: Ensuring budget execution correlates with the obligation phasing plan.

PERFORMANCE STEPS:

1. Obtain relevant reports.
2. Perform analysis.
3. Report variances to appropriate personnel.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7100.8_ Field Budget Guidance Manual
-

3451-FMGT-2002: Perform financial management training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a training requirement, appropriate training materials and the references.

STANDARD: Ensuring compliance with financial management policy and procedures.

PERFORMANCE STEPS:

1. Identify training objectives.
2. Conduct training.
3. Document training.
4. Assess training effectiveness.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7100.8_ Field Budget Guidance Manual
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. NAVMC 3500.69_ Financial Management Training and Readiness Manual
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3451-FMGT-2003: Conduct fiscal year-end process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a financial plan, source documentation, closeout guidance, financial reports, applicable systems, and the references.

STANDARD: Ensure that all transactions that affect obligations, collections, expenditures, and expenses are recorded prior to close of business 30 September.

PERFORMANCE STEPS:

1. Receive guidance.
2. Interpret guidance.
3. Provide amplifying guidance to subordinate units.
4. Resolve accounting exceptions and abnormal conditions.
5. Conduct year end validation.
6. Control unit spending.
7. Identify unused authority.
8. Conduct open up procedures.

REFERENCES:

1. HHQ Closeout Guidance
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2004: Manage SABRS table

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to central table load request, table data and the reference.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Identify table relationships with feeder systems.
2. Identify table dependency.
3. Verify the financial data elements requirements.
4. Determine the tables that require updating.
5. Process table updates.
6. Validate the updates.

REFERENCES:

1. SABRS User Manual
2. SABRS Customer Assistance Handbook

3451-FMGT-2005: Manage the lateral transfer of funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct inter/intra agency support, applicable systems, source documents, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Coordinate details of funding the requirement.
2. Record the financial transaction.
3. Maintain all source documents and correspondence.
4. Ensure the billing process is complete.
5. Monitor the execution.
6. Complete the standard process flow for the transfer of funds.

REFERENCES:

1. SABRS User Manual
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. RFA Procedure Statement Number 3

3451-FMGT-2006: Analyze financial reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given accounting reports, supporting documents, access to applicable systems, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Validate required reports against source documents.
2. Coordinate corrections.
3. Verify corrective action.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2007: Manage financial data in feeder systems

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given financial source documentation, access to appropriate systems and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Access feeder system.
2. Review data elements for accuracy.
3. Coordinate corrective actions, if required.
4. Verify corrective actions, if required.

REFERENCES:

1. SABRS Feeder System Manual (current edition)
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2008: Create financial reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a custom report, access to appropriate systems and the references.

STANDARD: Ensuring accurate and relevant financial information is provided.

PERFORMANCE STEPS:

1. Locate data sets.
2. Create expressions.
3. Validate expressions.
4. Create query.
5. Format output.
6. Publish report.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2009: Analyze performance indicator reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to performance indicator reports, applicable systems and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Review performance indicator reports.
2. Review source documents.
3. Conduct analysis to identify the root cause.
4. Take appropriate action.
5. Verify corrective action taken.

REFERENCES:

1. SABRS User Manual
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2010: Manage Tri-Annual Review (TAR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TAR report, source documentation, access to applicable systems, and the references.

STANDARD: Ensuring only valid transactions listed on the TAR reside in the Standard Accounting Budgeting and Reporting System (SABRS).

PERFORMANCE STEPS:

1. Receive TAR.
2. Receive guidance.
3. Disseminate TAR and guidance as necessary.
4. Validate reports.
5. Consolidate submission.
6. Complete certification.
7. Submit to higher headquarters.

REFERENCES:

1. SABRS User Manual
 2. SABRS Customer Assistance Handbook
 3. DOD FMR 7000.14-R DOD Financial Management Regulation
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3451-FMGT-2011: Monitor execution of a financial plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved budget, the financial plan, applicable systems, required financial reports, and the references.

STANDARD: Ensuring authorized funds are executed in accordance with the financial plan.

PERFORMANCE STEPS:

1. Receive authorization letters.
2. Verify authorizations are resident in the accounting system.
3. Review execution reports.
4. Facilitate realignment request of authorizations.
5. Compile prioritized list of unfunded requirements.
6. Forward unfunded requirements list to higher headquarters.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation

2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3451-FMGT-2012: Process allocations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an allocation requirement, supporting documentation, access to SABRS, and the references.

STANDARD: Realigning execution between financial data elements.

PERFORMANCE STEPS:

1. Identify from and to financial data elements.
2. Determine amounts to be credited and debited.
3. Complete allocation approval worksheet.
4. Process allocations.
5. Review/verify output.

REFERENCES:

1. SABRS Allocation User's Manual
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. RFA Memo - 7 March 2013 Supporting Documentation Requirements for Allocation Transactions Process into SABRS

3451-FMGT-2013: Conduct financial management inspection

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, checklist(s), applicable systems, and the references.

STANDARD: Ensuring financial readiness of the activity.

PERFORMANCE STEPS:

1. Review requirement.
2. Coordinate with activity.
3. Prepare for Financial Management Inspection/Financial Management Assistance Visit (FMI/FAV).
4. Conduct in-brief.
5. Conduct FMI/FAV.

6. Conduct outbrief.
7. Publish results.
8. Follow-up as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. NAVMC 2664 USMC Financial Guidebook for Commanders

3451-FMGT-2014: Conduct financial operations in contingency environments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a contingency environment, access to applicable systems, and the references.

STANDARD: Ensuring financial execution to meet mission requirements.

PERFORMANCE STEPS:

1. Review concept of operations.
2. Plan for operations.
3. Execute plan.
4. Close out plan.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. JP 1-06 Financial Management Support in Joint Operations
3. Contingency Operations Financial Management Guidebook

3451-FMGT-2015: Conduct Resource Evaluation and Analysis (RE&A) functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct a review, checklist(s), access to applicable systems, and the references.

STANDARD: Ensuring compliance with the references.

PERFORMANCE STEPS:

1. Identify command vulnerabilities.
2. Collect data.

3. Analyze data.
4. Coordinate corrective action as required.
5. Make recommendations as required.
6. Reassess and follow-up on corrective action as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
3. MCO 7510.5 USMC Fraud, Waste and Abuse Oversight Awareness
4. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVMC 2664 USMC Financial Guidebook for Commanders
7. OMB Circular A-123 Management's Responsibility for Internal Control

3451-FMGT-2016: Manage audit support requirements

EVALUATION CODED: NO

SUSTAINMENT INTERVAL: 12 Months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a sample, access to systems, the references, and source documentation.

STANDARD: Ensuring accurate and timely compliance with directed audit requirements.

PERFORMANCE STEPS:

1. Receive the sample.
2. Receive guidance.
3. Disseminate sample and guidance as necessary.
4. Collect supporting documentation.
5. Consolidate submission.
6. Validate submission.
7. Submit to higher headquarters.
8. Respond to follow up questions, as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. NAVMC 2664 USMC Financial Guidebook for Commanders
 5. OMB Circular A-123 Management's Responsibility for Internal Control
 6. Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum Priorities for Improving Financial Information and Improving Audit Readiness, dated 2 November 2009
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3451-FMGT-2017: Monitor civilian labor process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable systems and the references.

STANDARD: Ensuring transactions process per MCO P7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:

1. Monitor financial data elements in civilian payroll systems with accounting systems.
2. Monitor civilian labor transactions posting to the accounting system.
3. Correct errors, as required.
4. Verify corrections.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

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FINANCIAL MANAGEMENT T&R MANUAL

CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to Marines who are holding a Marine Corps Fund Control billet. These Marines may or may not hold a Financial Management occupational field MOS, and may hold any rank. Each individual event provides an event title, along with the conditions the events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
34XX	This event is not a specific 3400 MOS event, but rather pertains to specific billet holders of any MOS and grade.

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
LAW	Financial Management Appropriation Law

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all these tasks.

9002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
	2000-LEVEL	

	FINANCIAL MANAGEMENT APPROPRIATION LAW	
34XX-LAW-2001	Apply basic principles of fiscal law	9-3

9003. 2000-LEVEL EVENTS

34XX-LAW-2001: Apply basic principles of fiscal law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task is for all Marine Corps fund control personnel regardless of MOS and rank. 34XX personnel are responsible for advising Commanders and Comptrollers on the basic tenants of Appropriation Law. 34XX personnel are not lawyers and only serve as the first line of defense in the identification and prevention of potential violations.

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO1, CWO2, CWO3, CWO4, CWO5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriated funds and the references.

STANDARD: Ensuring compliance with 31 U.S.C.

PERFORMANCE STEPS:

1. Evaluate scenario.
2. Apply the tenants of appropriation law.
3. Forward for appropriate action.

REFERENCES:

1. 31 U.S.C. - Money and Finance
 2. GAO-01-179SP Principles of Federal Appropriation Law - GAO Red Book
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APPENDIX A

ACRONYMS AND ABBREVIATIONS

AO	Area of Operations
ACTSMAN	Assignment, Classification, and Travel Systems Manual
ADA	Anti-Deficiency Act
AIS	Automated Information System
APSM	Automated Pay Systems Manual
BEA	Budget Execution Activity
CAG	Civil Affairs Group
CAPT	Captain
CERP	Commander's Emergency Response Program
COL	Colonel
CPL	Corporal
CWO	Chief Warrant Officer
DA	Department of the Army
DD	Department of Defense
DDS	Deploy Disbursing System
DOD	Department of Defense
D&F	Determinations and Findings
DOD FMR	Department of Defense Financial Management Regulation
DFAS	Defense Financial and Accounting Service
DFAS-CL	Defense Financial and Accounting Service - Cleveland
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DON	Department of the Navy
DOV	Disbursing Officers Voucher
DTOD	Defense Table of Official Distances
DTR	Daily Transaction Report
E&C	Expenditures and Collections
EFT	electronic files transfer
FM	Field Manual (Army)
GAO	General Accounting Office
GTCCP	Government Travel Charge Card Program
GYSGT	Gunnery Sergeant
HET	Human Exploitation Team
HQMC	Headquarters, U.S. Marine Corps
IATS	Integrated Automated Travel System
IC	Internal Controls
ICOFR	Internal Control over Financial Reporting
ITS	International Treasure Service
JFTR	Joint Federal Travel Regulations
JP	Joint Publication
JTR	Joint Travel Regulations
KIA	Killed in Action
LCPL	Lance Corporal
LDA	Limited Depositary Account
LOA	Line of Accounting
LT	Lieutenant

LTCOL Lieutenant Colonel
MAJ Major
MAPS Marine Corps Acquisition Procedures Supplement
MARADMIN Marine Corps Administration
MARCORSEPMAN Marine Corps Separation and Retirement Manual
MCCHP Marine Corps Counterintelligence Human Intelligence Program
MCDOSS Marine Corps Disbursing Operations and Systems Section
MCM Manual for Courts-Martial
MCO Marine Corps Order
MCMIC Marine Corps Manager's Internal Control Program
MCRAMM Marine Corps Reserve Administration Management Manual
MCTIM Marine Corps Travel Instructions Manual
MCWP Marine Corps Warfighting Publication
MGYSGT Master Gunnery Sergeant
MMPA Master Military Pay Account
MOA Memorandum of Agreement
MOJT Managed On The Job Training
MOU Memorandum of Understanding
MPL Military Pay Listing
MSGT Master Sergeant
NAVMC Navy and Marine Corps
ODE Organizational Data Elements
O&M Operations and Maintenance
OMB Office of Management and Budget
ORF Official Representation Fund
OTC-PCC Over the Counter - Paper Check Conversion
PCS Permanent Change of Station
PDT Permanent Duty Travel
PFC Private First Class
POM Program Objective Memorandum
PPBE Planning, Programming, Budgeting, and Execution
PPBS Planning, Programming, Budgeting System
PRA Pay Record Access
PVT Private
REA Resource, Evaluation and Analysis
ROF Religious Officering Funds
RON Reimbursable Order Number
RWO Reimbursable Work Order
"S" Supporting/substantiating documents
SABRS Standard Accounting Budget Reporting System
SDN Standard Document Number
SECNAVINST Secretary of the Navy Instruction
SF Standard Form
SGT Sergeant
SMARTS SABRS Management Analytical Retrieval Tools System
SOF Status of Funds
SSGT Staff Sergeant
TAD Temporary Additional Duty
TAR Tri-Annual Review
TEEP Training and Exercise Deployment Plan
UM Users Manual
UPA Unit Paying Agent
UPFRP Unit, Personal and Family Readiness Program
U.S. United States

U.S.C.U.S. Code
USMC United States Marine Corps
WAWF Wide Area Workflow
WAWF-MPWide Area Workflow - Miscellaneous Pay
WCF Working Capital Funds
WINIATS Windows Integrated Automated Travel System
WO-1 Warrant Officer
WIN Wounded in Action

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the

standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or

capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All

combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.